

(RRD: 02/16/06)

CALIFORNIA DEPARTMENT OF CORRECTIONS

NOTICE OF CORRECTION

EXAMINATION TITLE: PERSONNEL SPECIALIST

EXAMINATION BASE: DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE: MARCH 2, 2006

WRITTEN TEST DATE: JUNE 24, 2006

This is to announce the above-mentioned examination has been cancelled. Applications already submitted for this examination will not be returned or processed. We apologize for any inconvenience this may have caused.

SELECTION SERVICES SECTION

PERSONNEL SPECIALIST
Final Filing Date: MARCH 2, 2006



PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with:	or	In person with:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Selection Services Section		Selection Services Section
P.O. Box 942883		1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001		Sacramento, CA 95814
(916) 322-2545		(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

**APPLICATION
DEADLINE/
REQUIREMENTS**

March 2, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE

The written test date will be **June 24, 2006**.

SALARY RANGE(S)

As of: January 23, 2006

Range A: \$2,431 - \$2,955

This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B: \$2,797 - \$3,401

This range shall apply to persons who have 12 months of satisfactory experience in the California state service performing duties of a Payroll Specialist, Range A, or a Personnel Specialist, Range A. or May apply to persons who have two years of satisfactory experience outside of State service performing personnel/payroll duties comparable to those of a Personnel or Payroll Specialist.

Range C: \$2,895 - \$3,519

This range shall apply to all persons who have 12 months of satisfactory experience in the California state service performing the duties of a Payroll Specialist, Range B, or Personnel Specialist, Range B.

Range D: \$3,127 - \$3,800

This range shall apply to all persons who have satisfactorily completed one year of experience in the California state service performing the duties of a Payroll Specialist, Range C, or a Personnel Specialist, Range C.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

Or II

Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

Additional Desirable Qualifications: Familiarity with automated systems.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

**EXAMINATION
PLAN**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles

B. Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions
2. Independently interpret and use reference material
3. Give and follow directions
4. Gather data
5. Design and prepare tables, spreadsheets, and charts
6. Advise employees of their rights
7. Consult with supervisors on alternative actions which they may take on various transaction situations
8. Communicate effectively
9. Operate a computer keyboard/terminal
10. Establish and maintain cooperative working relations with those contacted during the course of the work
11. Organize and prioritize work
12. Create/draft correspondence
13. Maintain personnel records

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A **Personnel Specialist** is a multirange level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff and does other related work.

Positions exist throughout the state with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS